Technician:

Review Technician Certifications

Review Technician Certifications

Once a technician receives appropriate training, he or she receives a certification in that area.

This section discusses how to manage the certifications for a technician:

♦   Adding/Granting/Printing a certification for a technician.

♦   Changing the status of a certification to "Expired" or "Revoked".

♦   Viewing qualifications for a particular certification.

Add Certifications and Grant/Print from Review Technician Certifications

Step 1:   Click **Functions→Technician → Review Technician Certifications**. The **Technician Selection** window displays:

Step 2:   Enter the appropriate filter information and click the **Retrieve** button to search for a technician. This search will include all staff members listed in the HiCAMS and Vendor systems that meet your filter criteria.

The filters are defaulted to "All". This provides the ability to search for technicians who may not be "active" as staff in the Vendor/HiCAMS systems, but they possess certifications that remain in effect. If the technician' certification is active, this allows the technician to be selected for sampling, density tests, etc.:

Step 3:   Select a specific technician from the lower portion of the window and click **OK**. The **Technicians** window will display, with any information that has previously been stored for the technician:

Certificates Tab:

Step 1:   The **Certification** tab is displayed. If there are currently no certifications, a blank window will display.

Note: *If a technicians staff record is expired on HiCAMS, all fields on this window will be protected and the staff record must be "unexpired" prior to any changes being made to the technician's certification.*

The Original Certification Date field is always defaulted, as this information is maintained by the Vendor system, and cannot be edited.

Step 2: To bypass all of the course and prerequisite requirements and grant a certification to this technician immediately, click the **Insert** icon on the toolbar. The **Certificate Selection** window displays:

Prefix	Certificate	Months To Expire	Status
ABN	ABC Nuclear Density	12	Active
ABC	ABC Sampling School	36	Active
ACI	ACI Field Testing Technician - Grade I	48	Active
AR	Associate QMS Roadway Technician	12	Active
CWE	Certified Welder	36	Active
PCB	Concrete Batch Technician (Batching)	48	Active
PCT	Concrete Field Technician (Testing)	48	Active
PCD	Concrete Mix Design Technician (Design)	48	Active
CDT	Conventional Density Technician	36	Active
P1H	Hot In-Place Level I Technician	36	Active
IAP	Introduction to Asphalt Pavements	36	Active
P1M	Level I Marshall Plant Technician	36	Active
P1S	Level I Superpave Plant Technician	36	Active
P2M	Level II Marshall Plant Technician	36	Active
P2S	Level II Superpave Plant Technician	36	Active

OK   Cancel

Step 3: Use the scroll bar to navigate to the certification to be granted. Select the appropriate certificate and click **OK**. The new certification is inserted to the bottom portion of the window and will be highlighted:

Technician ID: 666   SSN: Select
Technician: Expiration: 12/31/2075   Edit Staff

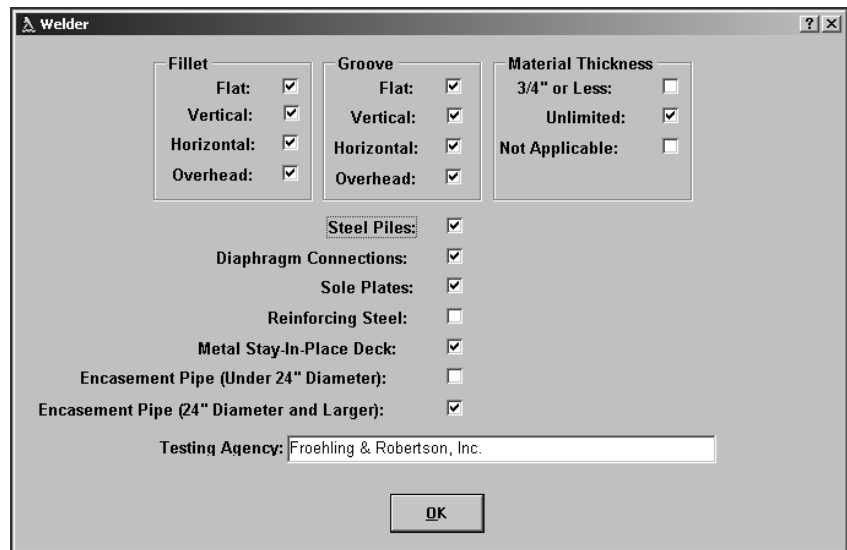Certification | Class | OJT/Apprenticeship | Reports To | Address | Comment | History

Certification	Start	Expiration	Original Certification	Old Certification	Current Certification	Status	Comments
Concrete Field Technician (Testing)	10/24/2002	12/31/2006	10/24/2002		PCT-666	Active	
Conventional Density Technician	01/09/2003	12/31/2006	01/14/2003		CDT-666	Pending	
ACI Field Testing Technician - Grade I	10/24/2002	12/31/2006	11/14/2002		ACI-666	Active	
Introduction to Asphalt Pavements	07/11/2002	12/31/2005	06/21/2002		IAP-666	Active	
Nuclear Safety & Hazardous Materials Training	03/05/2003	12/31/2075	03/07/2003		NUC-666	Active	
ABC Sampling School	01/06/2003	12/31/2006	01/14/2003		ABC-666	Pending	
QMS Roadway Technician	00/00/0000	00/00/0000	05/16/2003			Active	

Step 4: Enter the date the technician received the certification in the *Cert Date* field.

Note: *The Expires field is calculated based on the Certification Date + the Months to Expire date established for that certification type.*

Step 5: If you selected **Certified Welder** as a certification, you must specify the type of welding the technician is certified for.

1 Click the **Welder** button in the **Certifications** window. The **Welder** window displays:

2 Choose the type(s) of welding the technician-received certification for.

3 Type the agency that tested the welder in the *Testing Agency* field.

4 Click the **OK** button.

Step 6: To print only the certificate granted for this technician, simply highlight the row containing the certificate to be printed, and click the **Print** icon on the toolbar:

Step 7: The **Print Certificate** window displays the Signature drop down lists.   Select the Signature(s) to be used on the Certificate and click the **Print** button:
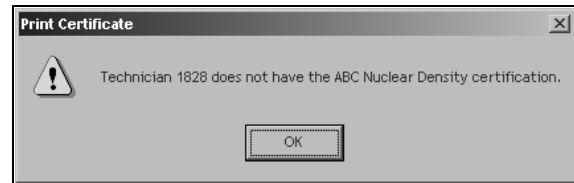

If you wish to print more than one certificate, highlight the appropriate row on the Certificate tab and click the print icon. The highlighted certification must be in an "Active" status, or you will receive an error message, such as the example shown below:

```
Print Certificate                                              ×

   ⚠    Technician 1828 does not have the ABC Nuclear Density certification.

                         ┌──────────────┐
                         │      OK      │
                         └──────────────┘
```

Note: *To select a specific printer, click **Print Setup** button.*

Delete a Certificate from a Technician's Record

Once you save the information in the **Certifications** tab of the **Technician's** window, a certification cannot be deleted. However, it is possible to *change the status* to "Expired", or "Revoked" which makes the certification *invalid* for that technician.

To change a certification status to "Expired" or "Revoked":

Step 1: Click **Functions→Technician→Review Technicians Certifications.**

Step 2: Select the technician name whose certification you want to change.

Step 3: Select the appropriate certification, click the drop down arrow in the *Status* field and select "Expired" or "Revoked".

Step 4: Click **File → Save** or click the **Save** icon on the toolbar.

Temporarily Extend a Technician's Certification

Occasionally, it may become necessary to temporarily extend a technician's certification to provide sufficient time to attend a class to complete the re-certification process. To accomplish this, the technician's certification status must be changed from "Expired" (which is automically set when Certification Expiration Date has passed) to "Provisional":

Step 1: Click **Functions→Technician→Review Technicians Certifications.**

Step 2:   Select the technician name whose certification you want to change.

Step 3:   Select the appropriate certification, click the drop down arrow in the *Status* field and select "Provisional".

> **Note:** *The Start Date will automatically change to be the day after the certification's orignal expiration date.*

Step 4:   Enter a new expiration date.

Step 5:   Click **File → Save** or click the **Save** icon on the toolbar.

Review Additional Technician Information

Class Tab:

Step 1:   Select the **Class** tab. If the technician has *attended* any classes, they will be listed in this tab. Classes the technician has enrolled for but not yet attended will not be displayed:

Step 2: To review additional information about the class, select the class and click the **Go To** button. The **Review Class Enrollment** window will display.

OJT/Apprenticeships Tab

Step 1: Select the **OJT/Apprenticeships** tab. Use this tab to enter any Apprenticeships, if applicable. Click the **Insert** icon on the toolbar to insert a blank row. Click the drop down menu to select the appropriate program:

When a certification requiring an Apprenticeship period or On the Job training program is granted, the certification may be granted in a "Pending" status. Once the program obligation has been completed, the Apprenticeship/OJT information must be entered on this tab. The certification status must then be manually changed to "Active".

Step 2: Enter the program **Score** and **Completion** date.

Step 3: If the program entered includes On the Job training, the Final Review Technician field must be completed. If the Final Review Technician holds the appropriate final review certification, the **Approved FRT** indicator. To select a **Final Review Technician**, click the Staff icon. The **Staff Selection** window will display.

> **Note:** *If OJT, the Final Review Technician, Completed Date and Score are all required fields.*

Reports To Tab:

Step 1: View the fields in the **Reports To** tab:

Step 2: If the technician is a DOT employee, review the name of the DOT manager the technician reports to. If an update to information on this tab is necessary, this must be performed via the Staff window. Select the **Edit Staff** button (authorized users only). The **Staff** window displays:

The *Supervisor* field will be defaulted to the RE for the technician's location or division. The **Non-DOT** section of the window will be disabled for update.

Step 3: If the technician is a Non-DOT employee, complete the fields under **Non-DOT** portion of the window.

Enter the name of the Producer/Supplier the technician employed with by clicking the Producer/Supplier icon and searching for the name. If the technician is not employed with a P/S, the *Other Company* name must be entered.

Addresses Tab:

Step 1: Click the **Addresses** tab. *Office Address* and *Office Mailing Address* information will default based on the *Office* location or *Producer/Supplier* information entered on the **General** tab. Enter the technician's home and mailing addresses:

The *Office Address* and *Staff Home/Mailing* address information on this window will be populated from information entered in the **Staff** window. Any changes to this information must be made via the **Staff** window (authorized users only).

If a Producer/Supplier exists on the **Reports To** tab, the *Office Address* will display the *Main Office* address of the Producer/Supplier. If none of the *Producer/Supplier* addresses have been designated as the main office, the *Office Address* will display the first address listed for the Producer/Supplier.

Comments Tab:

Step 1: Select the **Comments** tab. Enter a technician-specific comment:

History Tab:

Step 1:   Select the **History** tab to view additions/updates to the technician's certifications: